



**ANNOUNCEMENT: ELS/MIECHV - 15 #12; ELS/NFP - 15 #12  
OFFICE OF CHILD DEVELOPMENT & EARLY LEARNING**

**ISSUED DATE: November 5, 2015**

**EFFECTIVE DATE: July 1, 2015**

**SUBJECT: Confidentiality**

**TO: Maternal, Infant and Early Childhood Home Visiting Subrecipients (Chief Authorized Office, Fiscal Contact and Program Contact); Pennsylvania Nurse-Family Partnership Subrecipients**

**FROM: Michelle Figlar, Deputy Secretary, OCDEL**

A handwritten signature in cursive script that reads "Michelle Figlar".

**PURPOSE**

To provide Maternal, Infant and Early Childhood Home Visiting (MIECHV) and Pennsylvania Nurse-Family Partnership (NFP) subrecipients with the Office of Child Development and Early Learning (OCDEL) confidentiality policy.

**BACKGROUND**

To ensure MIECHV and Pennsylvania NFP subrecipients are meeting goals OCDEL has established policies on confidentiality.

**DISCUSSION**

Effective immediately, all subrecipients must comply with the following confidentiality requirements:

Subrecipients will write and implement a confidentiality policy which includes the following:

- a) All client information will be kept in a locked location (i.e. office/file cabinet).
- b) Staff list of who will have access to the files.
- c) Procedures for accessing the files.
- d) Procedures for accessing the files in terms of court order, police investigation, and/or medical emergencies.
- e) Procedures for written consent to access, disclose, and share files.

**Comments and questions regarding this announcement should be directed to your designated infant toddler specialist**

- f) Procedures for the destruction of files after 7 years.
- g) Procedures to train new staff and periodically update current staff on the policy.

### **NEXT STEPS**

- Subrecipients should ensure that all appropriate site personnel receive this announcement regarding the confidentiality policy. If a member of your organization did not receive this announcement please contact your infant toddler specialist to add this individual to the distribution list.
  
- Subrecipients should evaluate current confidentiality policies and ensure that all information above is included and followed.
  
- Subrecipients should develop and implement confidentiality procedures to assure full compliance with award requirements.

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